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# Example of Document Review Specialist Job Description

Our innovative and growing company is looking to fill the role of document review specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for document review specialist

* Maintains a working recognition of all documents pertaining to real estate transactions
* Developing, recommending and implementing workflow improvements for eDiscovery and Legal Hold processes, in order to ensure accuracy and efficiency
* Prioritizing eDiscovery collection and processing tasks with the Associate Director for eDiscovery and Information Governance in order to meet litigation deadlines, while ensuring that those eDiscovery efforts meet the specific needs of each matter, and troubleshooting any issues with forensic collection or data processing as they arise
* Continually improving knowledge of industry trends and “best practices” related to Legal collections & eDiscovery
* Working on other eDiscovery / litigation BTS support projects, as assigned
* Push through transactions when needed
* Research issues that arise
* Address advanced customer issues
* Complete document indexing and tagging
* Handles routine documentation reviews

## Qualifications for document review specialist

* Well verse in banking AML/CFT requirements
* Able to read and analyse corporate constitutional and legal documentation in relation to account opening
* Able perform account opening system process and perform UAT/ LV
* Effective communication skills - to be able to manage relationships with internal customer and other business partners
* Meticulous and with great eye for detail
* Previous banking experience in Letter of Credit processing preferred